

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-6000

United States Army Alaska Pamphlet 600-3

30 October 2004

Personnel - General

Replacement Personnel Roster

**Summary.** This pamphlet contains information concerning the Replacement Personnel Roster form utilized by Forts Richardson and Wainwright Replacement Detachments and United States Army Alaska (USARAK) G1 Enlisted/Officer Strength Management Branches.

**Applicability.** This pamphlet applies to Forts Richardson and Wainwright Replacement Detachments.

**Interim changes.** Interim changes to this pamphlet are not official unless the Director of Information Management (DOIM) authenticates them. Users will destroy interim changes on their expiration dates unless sooner superceded or rescinded.

**Suggested improvement.** This pamphlet's proponent is the USARAK G1. The USARAK G1 invites users to send comments and suggested improvements on a Department of the Army Form (DA) 2028 (Recommended Changes to Publications and Blank Forms) directly to Enlisted Strength Management Branch at APVR-RAG-SE.

**1. Purpose**

The purpose of this pamphlet is to provide instructions for completing USARAK Form 470.

**2. References**

Required and related publications, prescribed and referenced forms, and related web sites are listed in appendix A.

**3. Explanation of abbreviations**

The abbreviations used in this pamphlet are listed in the glossary.


**4. Responsibilities**

The USARAK G1, Enlisted/Officer Strength Management Branches are responsible for maintaining this pamphlet and the form referenced.

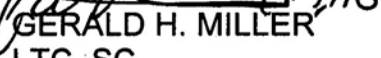
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## Appendix A References

### Section I Required Publications

None

### Section II Related Publications

AR 55-46

AR 608-75

### Section III Prescribed Form

USARAK Form 470

(1) Form is used to identify and pinpoint incoming personnel to prescribed units within USARAK.

(2) Completion of form –

a. To: United States Army Alaska Strength Management

b. From: United States Army Replacement Detachment (type the Post in which the form is being emailed from, ie. Fort Wainwright, Alaska or Fort Richardson, Alaska)

c. Period Covered:

(1) **From Date** will be the day prior to the date the form is being completed (if the day is a weekday in which the day prior was a weekend/holiday, the From Date will be the last workday before the weekend/holiday (i.e. Form is being filled out Tuesday, 07-SEP-04-which Monday was a holiday and Friday was a training holiday, the From Date will be Thursday, 02-SEP-04)). Enter the date in DD-MMM-YY format. Enter 0900 for the hour.

(2) **To Date** will be the actual day the form is being completed and forwarded to USARAK G1 Enlisted/Officer Strength Management Branches (i.e. using the example above - the To Date would be 07-SEP-04). Enter the date in DD-MMM-YY format. Enter 0900 for the hour.

d. Each block with Headings will be filled out as described below:

(1) **NO (number)**-begin with number 1 and continue in succession/sequence for each line used.

(2) **RANK**-Enter the Soldier's rank.

(3) **Name of Soldier**-Enter Last name, First Name, Middle Initial.

(4) **Full SSN**-Enter the 9 digit SSN with dashes (000-00-0000).

(5) **PMOS**-Enter the 5 digit Primary MOS for enlisted Soldiers and 3 digit specialty for officers.

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(6) **Date Arr (date arrived)**-Enter the date the Soldier signed into the Replacement in DD-MMM-YY format.

(7) **Unit of ASSG (unit of assignment)**-Leave blank (to be completed by USARAK G1 Enlisted/Officer Strength Management Branch); this is the unit in which the Soldier will be assigned.

(8) **MOT (method of travel)**-Enter the method in which the Soldier arrived in Alaska. (Codes to use are D=drive or F=flew).

(9) **FM (family members)**-Enter the number of family members accompanying the Soldier at the time of sign-in.

(10) **TVL DEC (travel decision)**-Leave blank (to be completed by USARAK G1 Enlisted/Officer Strength Management Branches). This entry is annotated for Soldiers who have family members. Codes are CE=Concurrent to Economy, DE=Deferred to economy, DG=Deferred to Government, CG=Concurrent to government, and DIS=Disapproved.

(11) **LOC (location)**-Enter the location where the Soldier resides at the time he/she signed into the Repl.

(3) Upon completion of this form, Forts Richardson and Wainwright Repls POC will email the form to USARAK G1 Enlisted/Officer Strength Management Branches POCs.

(4) Form is available electronically through USARAK G1 Enlisted/Officer Strength Management Branches and USARAK Forms Manager.

## Section IV Referenced Forms

NONE

## Section V Related Web Sites

None

## Glossary

AR .....Army Regulation

DA .....Department of the Army

DOIM .....Directorate/Director of Information Management

PMOS.....Primary Military Occupational Specialty

Repl.. .....Replacement

SSN .....Social Security Number

USARAK.....United States Army Alaska